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CABINET COUNCIL ON MANAGEMENT ADMINISTRATION

Meeting #15
June 20, 1983, 1:00 p.m.
The Cabinet Room

MINUTES

Attendees: The President, The Vice President, Meese, Regan, Weinberger, Hodel, Carmen, L. Smith, Devine, Walters, Harper, Wright, Niskanen, Darman, Bledsoe, Dunlop, Jenkins, Cribb, Cicconi, Risque, Rhodes, Mossinghoff, Chipego, Davis, Ford, Herrington

Reform 88 (CM #312)

Mr. Meese introduced the report of 2nd Quarter FY 1983 results from Reform 88 projects. Mr. Wright presented the report. The first major accomplishment has been the installation of an electronic mail system between OCA and the agencies. The President communicated a message over the system, inviting agency managers to an executive forum to be held at the White House.

Ten Reform 88 projects were described. The effort to improve the budget process was reported as being on target. The electronic mail system, first installed in September, 1982, will be expanded to handle a variety of White House correspondence and communications with agencies by September, 1983. We are running slightly behind on Financial Integrity Act internal controls, with only 100-days remaining for agencies to complete improvement. In cash management, we have saved interest through use of improved methods, especially in Treasury, and should achieve greater savings with lockboxes to be in place by 1984. In credit management our collections are rising as are delinquencies. Some of this is due to identification of new debts. Delinquencies are a problem, especially in Labor and DOD (foreign arms sales debts). A credit checking system for Federal loans and contracts management is being developed. We have a good record of audit recoveries in fraud, waste and abuse cases, with all Inspectors General using computer auditing. We have too many administrative and personnel systems, but efforts to reduce these are underway. In ADP and telecommunications, where the Federal government owns over 18,700 large computers, we are examining the needs for upgrading. We have eliminated 2,200 publications, and have reduced Federal employment by 65,000 FTE workyears toward our goal of 75,000 FTE workyears by FY 1984.

Accomplishments will be reported quarterly to the President and to CCMA on these and other management initiatives.

Work Space Management (CM #311)

Mr. Carmen presented results of efforts to reduce the 2.8 billion square feet of Federal workspace (valued at $130 billion). The

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utilization rate for offices in GSA-controlled space has been reduced from 170 square feet per employee in 1980 to 166 square feet. The long range goal is 135 square feet of office space per employee government-wide. Of the 57 agencies that were to submit workspace plans, the plans of 36 are under review, nine plans have been rejected, and 12 plans have not been received. The plans received call for reduction to 158 square feet, short of the 150 square feet or 10% reduction target for FY 1984. Agencies were encouraged to continue their efforts to reduce costly, surplus and deteriorating workspace, and to report plans and results to the CCMA by October 1, 1983.

Federal Field Structure Working Group Report (CM #365)

Mr. Meese described the background for creating this Working Group under Mr. Carmen's chairmanship. Mr. Carmen presented the organization and results of the 60-day study. The Working Group recommended that agency heads 1) eliminate unnecessary offices and organizational layers, 2) increase use of third-party program service delivery systems, 3) reduce administrative services to employment ratios, 4) consolidate administrative services, and 5) increase supervisory ratios. Potential payoff from these could exceed $4 billion by the end of 1983. A presidential directive is being prepared. The President indicated approval of the Working Group's efforts and recommendations.

Following the three presentations, the President said he would take great delight in letting the public know on a Saturday radio broadcast of the many accomplishments in the management of the executive branch. He indicated he would like a "laundry list of new things" about ways we are reducing the size and scope of the Federal government. Reductions in Federal employment and unnecessary publications were especially noted by the President.

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